

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

SCHOOL SUPERINTENDENT

JOB DESCRIPTION

Employees in this job serve as directors of residential schools responsible for planning, implementing, and directing the administrative, educational, and clinical activities of schools. Work is performed through the application of a body of knowledge related to school administration laws, methods, practices, procedures, policies, and regulations.

There are two classifications in this job.

Position Code Title – School Superintendent-5

School Superintendent 16

The employee serves as the overall director of a residential school with less than 75 residents.

Position Code Title – School Superintendent-6

School Superintendent 17

The employee serves as the overall director of a residential school facility with 75 or more residents.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty. All duties should be able to be performed with or without reasonable accommodations.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Plans, implements, directs, and coordinates the administration, educational, and clinical activities of the school.

Responsible for daily administrative operations of the school including budgeting, staffing, and business management.

Formulates current and long-range programs, plans, and policies for the school.

Evaluates effectiveness of school programs and recommends necessary changes.

Directs the revision of rules, regulations, and procedures to agree with changes in law or policy.

Directs the preparation of the school budget and capital improvement requests, and approves expenditures.

Interprets the programs and activities of the school to referral agencies, legislators, business and industry officials, and the public.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of school administration principles.

Thorough knowledge of vocational rehabilitation, social work, education, recreation, and counseling applicable to the work.

Thorough knowledge of current literature in the field.

Thorough knowledge of the principles and techniques of administrative management.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of fiscal planning and management.

Ability to instruct, direct, and evaluate employees.

Ability to plan, direct, and coordinate program activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

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Ability to formulate policies and procedures based on information of a conceptual nature from varied and complex sources.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree in education administration, vocational education, special education, education, psychology, social work, sociology, counseling, or vocational rehabilitation.

Experience

Three years of 13-level school administration experience.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
SCHOOLSPT	School Superintendent

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
School Superintendent-5	SCHSPT5	NERE-160
School Superintendent-6	SCHSPT6	NERE-162